


☒ R/W MANUAL CHANGE
(1993 Edition)

RWMC- 144

☐ PROCEDURAL HANDBOOK
(1984 Edition)

RWPH-____-____-____
TRANSMITTAL#____

TITLE:
RIGHT OF WAY ENGINEERING

APPROVED BY:

MARK S. TURNER

DATE ISSUED:
JAN - 4 2005

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SUBJECT AREA:
CHAPTER 6 - RIGHT OF WAY ENGINEERING

ISSUING UNIT:
OFFICE OF LAND SURVEYS

SUMMARY OF CHANGES: Revises Section 6.04.00.00 and Exhibit 6-EX-2. Adds Exhibit 6-EX-9. Updates both Section and Exhibit Tables of Contents. Applied formatting update to this manual change.

PURPOSE

This manual change:

- Revises the numbering of subsections contained in Section 6.04.00.00.

Old Section Number	Changed to	New Section Number
6.04.01.01	=	6.04.02.00
6.04.01.02	=	6.04.03.00

- Adds subsection 6.04.04.00, "Certificate of Sufficiency."
- Revises Exhibit 6-EX-2, which has been missing from the on-line manual. Also, page 1 of the "Numbering System for Parcels, Subparcels, & Encumbrances" has been redrawn.
- Adds Exhibit 6-EX-9.

PROCEDURES

6.04.04.00 Defines R/W Engineering involvement with Certificate of Sufficiency process.
Exhibit 6-EX-9 Contains format for Certificate of Sufficiency and outlines process.

EFFECTIVE DATE

Immediately.

MANUAL IMPACT

- Remove the superseded pages and insert the attached pages in the Manual.
- Record the action on the Revision Record.

REVISION SUMMARY

<u>Chapter</u>	<u>Remove Old Pages</u>	<u>Insert New/Revised Pages</u>
	Remove the following in its entirety:	Replace with the following in its entirety:
6 - Sections	Table of Contents 6.04.00.00	Table of Contents (REV 12/2004) 6.04.00.00 (REV 12/2004)
6 - Exhibits	Table of Contents Exhibit 6-EX-2 -----	Table of Contents REV 12/2004 Exhibit 6-EX-2 (REV 12/2004) Exhibit 6-EX-9 (NEW 12/2004)

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6.04.00.00 - APPRAISAL MAPS

6.04.01.00 General

Appraisal Maps show land and improvements to be acquired for transportation facility right of way and nonoperating right of way. They are used for:

- A. Location of and familiarization with the property.
- B. Assistance in determining property value and severance damages.
- C. Use in appraisal reports.
- D. Certification.
- E. Utility relocations.
- F. A base for additional mapping.
- G. Temporary R/W Record Map.
- H. A base for final R/W maps.
- I. Relocation and clearance of improvements.

Maps for parcel appraisals shall consist of Appraisal and Index Maps. Appraisal Maps should be of a suitable scale to adequately show areas to be acquired for right of way. Index Maps shall show the general location of appraisal parcels and right of way project limits, extent of large individual ownerships, and relationship of the proposed highway to other roads and streets which might afford access to properties under appraisal. Requirements for the maps are shown in Exhibit 6-EX-1(E).

6.04.02.00 Ownership Extension

There may be occasions when a total holding in one vesting extends beyond the limits of a single ownership with right of way required from the single ownership. Upon determination by the Appraisal Branch that it is necessary to consider such extension of ownership in appraisal calculations, R/W Engineering will calculate additional areas and delineate the additional areas on the Appraisal Maps. Such delineation of total vesting will not require any change in the original ownership number.

6.04.03.00 Railroads

R/W Engineering shall furnish the necessary number of Appraisal Maps (and legal descriptions as soon as available) to the District Railroad Agent at the same time the Appraisal Maps are sent to the Appraisal Branch. Maps furnished by R/W Engineering to the person responsible for railroad negotiations should only have the Railroad parcel(s) colored.

6.04.04.00 **Certificate of Sufficiency**

R/W Engineering will initiate the Certificate of Sufficiency (CoS) process by including the unsigned CoS document (with appropriate parcel numbers inserted) with the Appraisal Map(s) transmitted to the Project Engineer. A copy of the Appraisal Map(s) and CoS document will also be transmitted to the District Hazardous Waste Coordinator. The process and the CoS document are outlined in Exhibit 6-EX-9.

CHAPTER 6

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6-EX-1(A)	Federal Participation Maps
6-EX-1(B)	Freeway Lease Area Maps
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6-EX-8	Non-Inventory Excess Land Definition & Numbering
6-EX-9	Certificate of Sufficiency

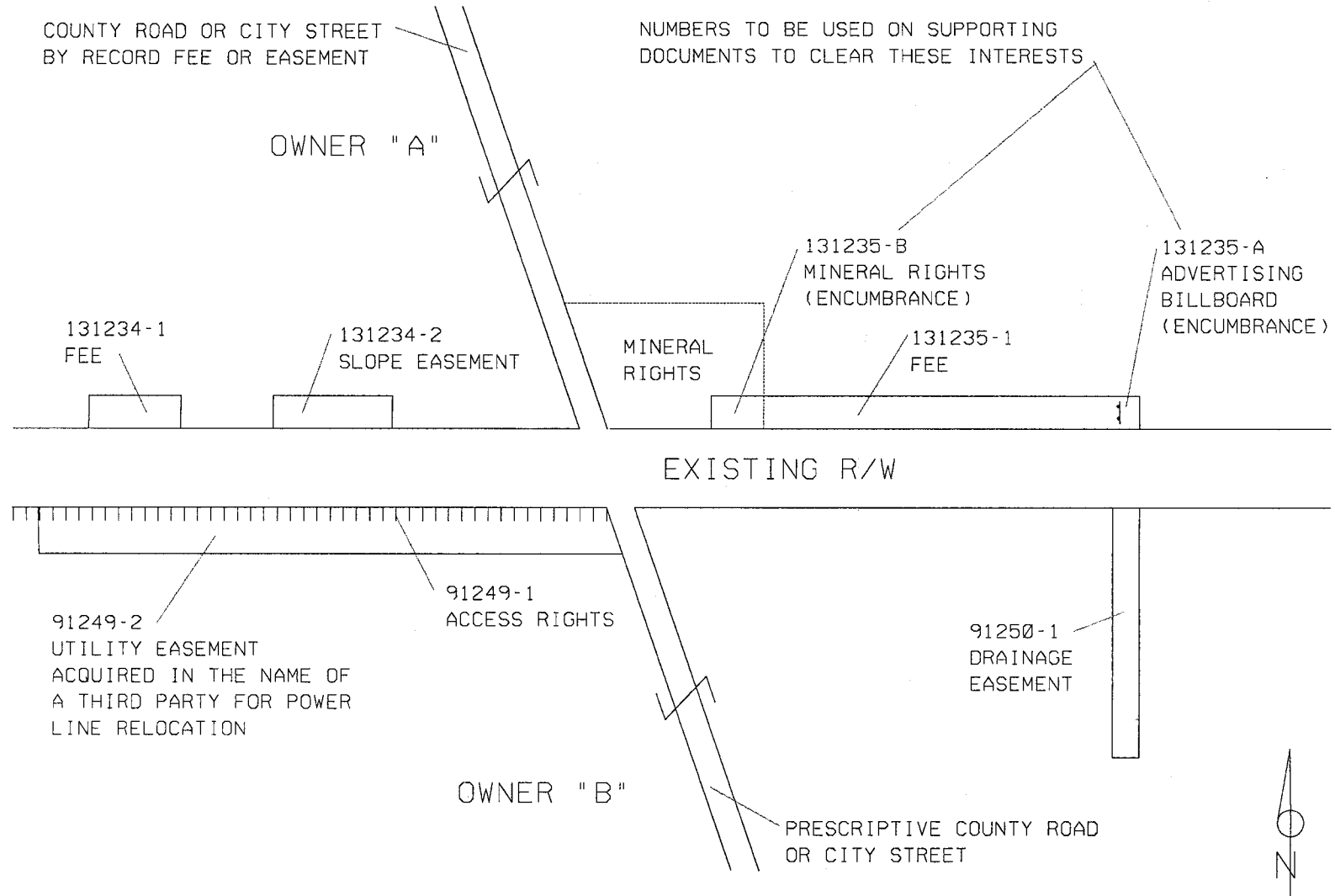
NUMBERING SYSTEM FOR PARCELS, SUBPARCELS, & ENCUMBRANCES

(Form #)

EXHIBIT

6-EX-2 (REV 12/2004)

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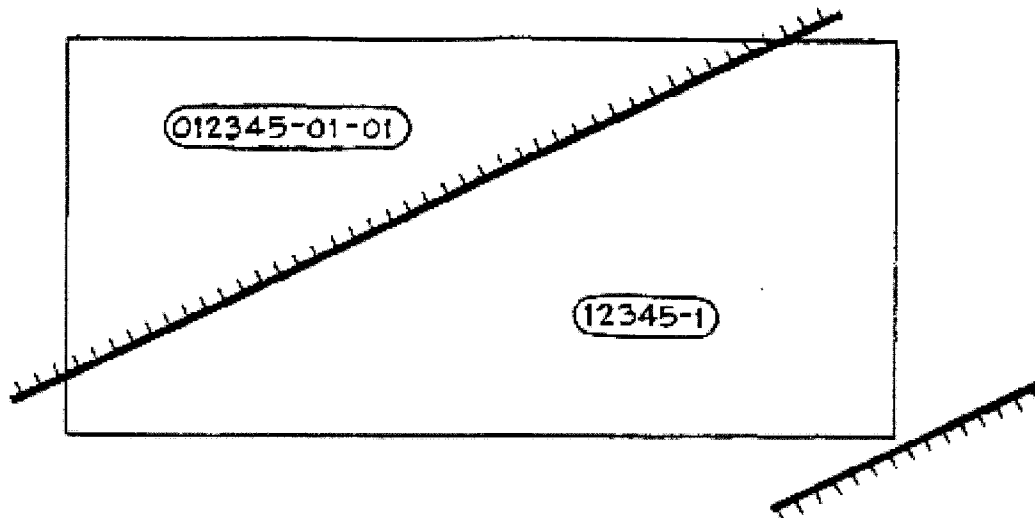
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ENCUMBRANCES (Cont.)**

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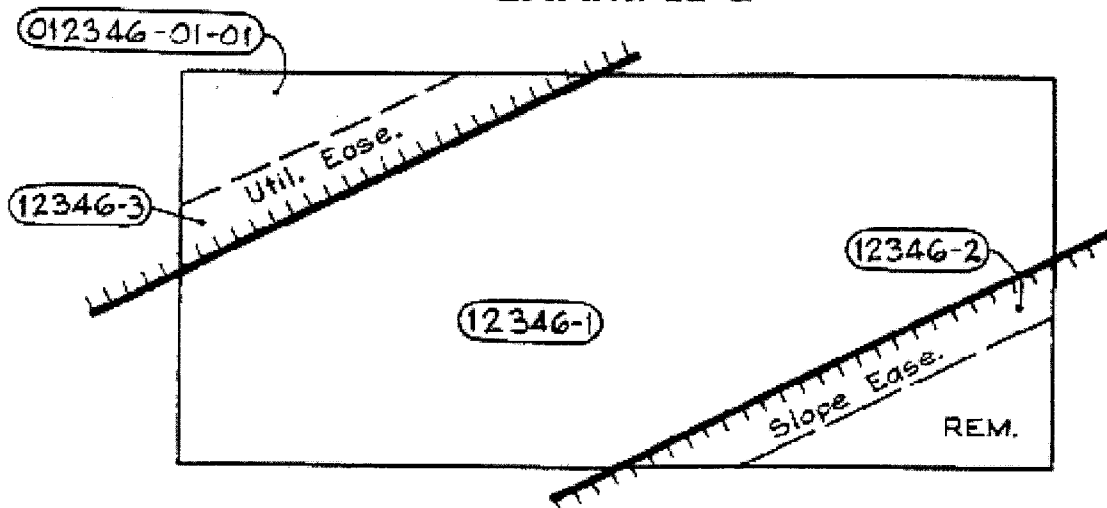
EXHIBIT
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EXAMPLE 1



EXAMPLE 1 is mapped as a total acquisition with one right of way fee requirement and one excess area. The ownership number is 12345. The right of way fee requirement is numbered 12345-1. The excess is shown on the map as 012345-01-01. The deed number on the acquisition document is 12345.

EXAMPLE 2



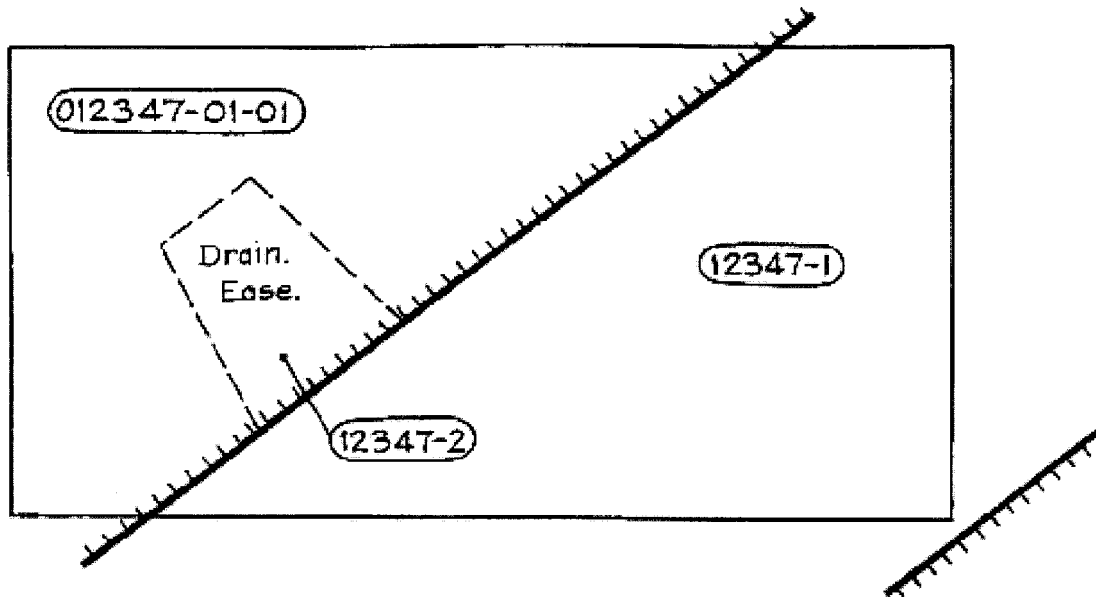
EXAMPLE 2 is mapped as a partial acquisition with excess. The ownership number is 12346. The right of way requirements are a fee within the access lines numbered 12346-1 and a slope easement over the remainder numbered 12346-2. The excess is numbered 012346-01-01 and the utility easement across the excess that is to be later conveyed to the utility company is numbered 12346-3. The utility easement will be given a "non-inventory" number of 012346-X3-XX for tracking purposes in the excess land inventory system. The deed number on the acquisition document is 12346.

**NUMBERING SYSTEM FOR PARCELS, SUBPARCELS, &
ENCUMBRANCES (Cont.)**

(Form #)

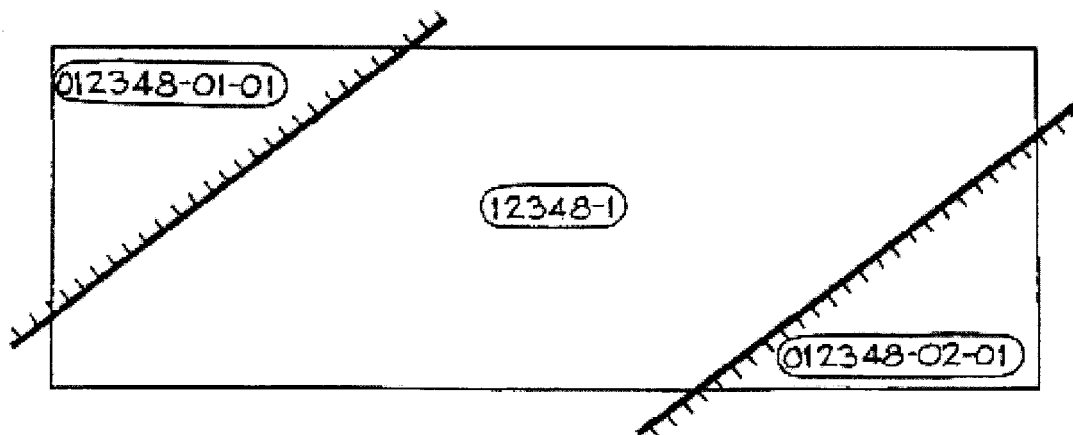
EXHIBIT
6-EX-2 (REV 12/2004)
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EXAMPLE 3



EXAMPLE 3 is mapped as a total acquisition with two right of way requirements and one excess area. The ownership and acquisition document number is 12347. The right of way requirements are a fee numbered 12347-1 and a highway drainage easement numbered 12347-2. The excess is numbered 012347-01-01. Note that easements for highway purposes across excess that are to be reserved to the State in disposal of the excess have parcel, subparcel numbering - not excess land numbering.

EXAMPLE 4



EXAMPLE 4 is mapped as a total acquisition with two separate excesses. The ownership and acquisition document number is 12348. The right of way fee requirement is numbered 12348-1. The excess areas are 012348-01-01 and 012348-02-01.

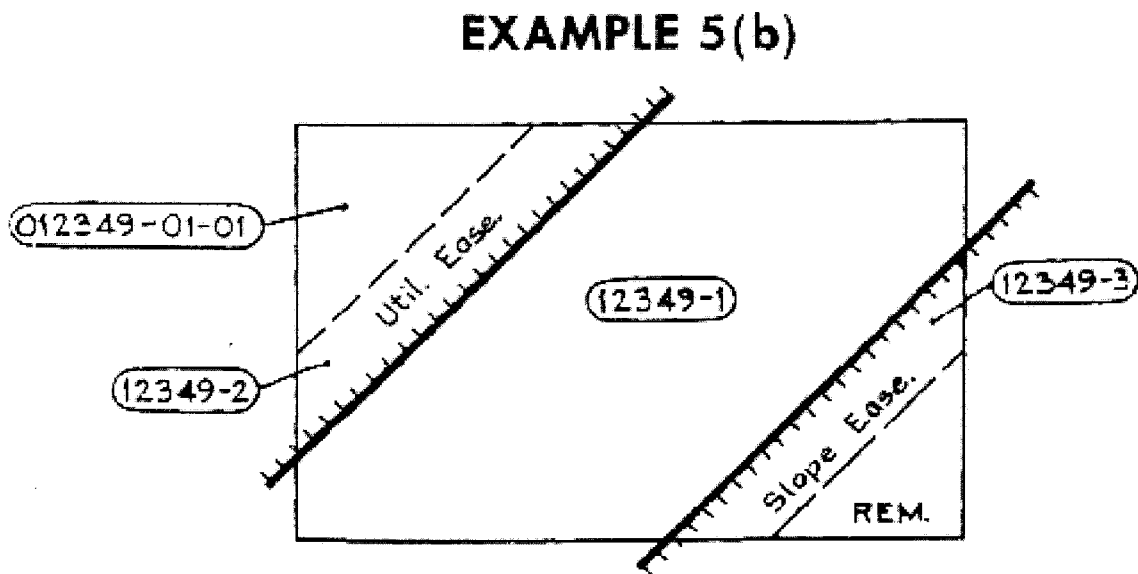
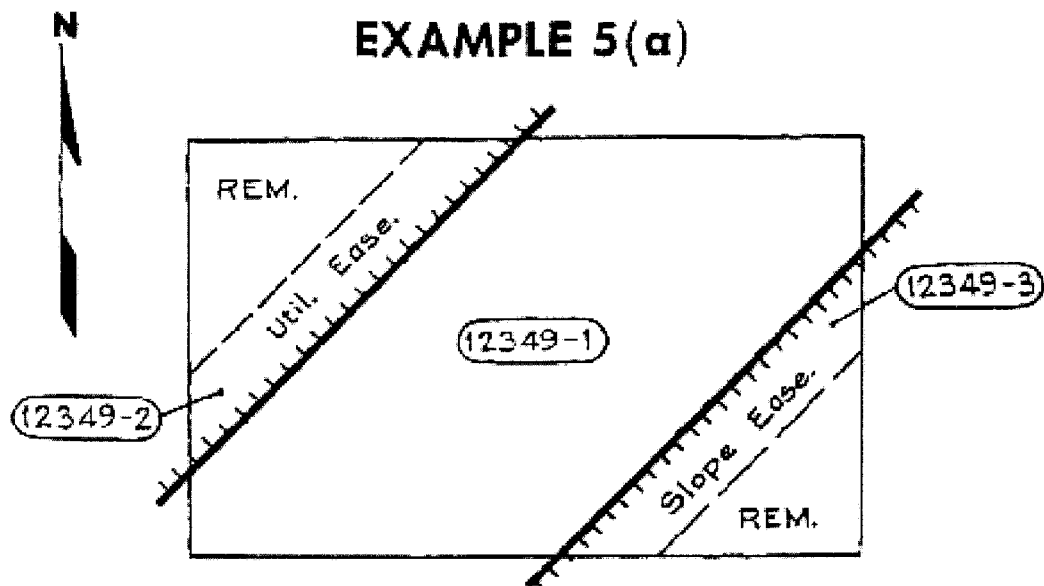
**NUMBERING SYSTEM FOR PARCELS, SUBPARCELS, &
ENCUMBRANCES (Cont.)**

(Form #)

EXHIBIT

6-EX-2 (REV 12/2004)

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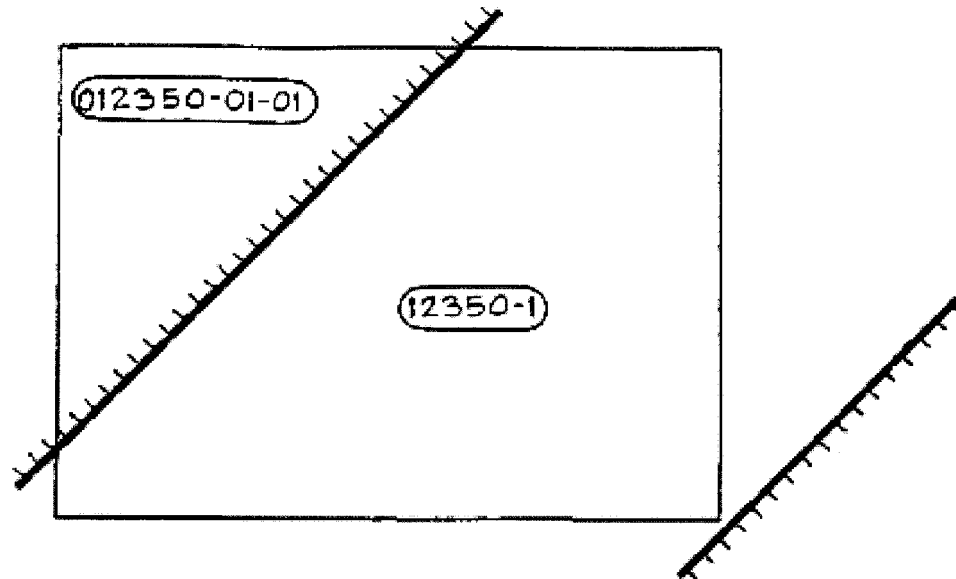
EXAMPLE 5 (a) is mapped as a partial acquisition with no excess. The ownership and acquisition document number is 12349. The right of way requirements are a fee numbered 12349-1, a utility easement over a remainder numbered 12349-2, and a slope easement over a remainder numbered 12349-3. The utility easement will be given a "non-inventory" number of 012349-X2-XX for tracking purposes in the excess land inventory system. During appraisal or acquisition a decision is made to acquire the excess in the northwestern corner of the ownership. The maps are revised as shown in **EXAMPLE 5 (b)**. The existing numbering remains the same and the excess is numbered 012349-01-01.

**NUMBERING SYSTEM FOR PARCELS, SUBPARCELS, &
ENCUMBRANCES (Cont.)**

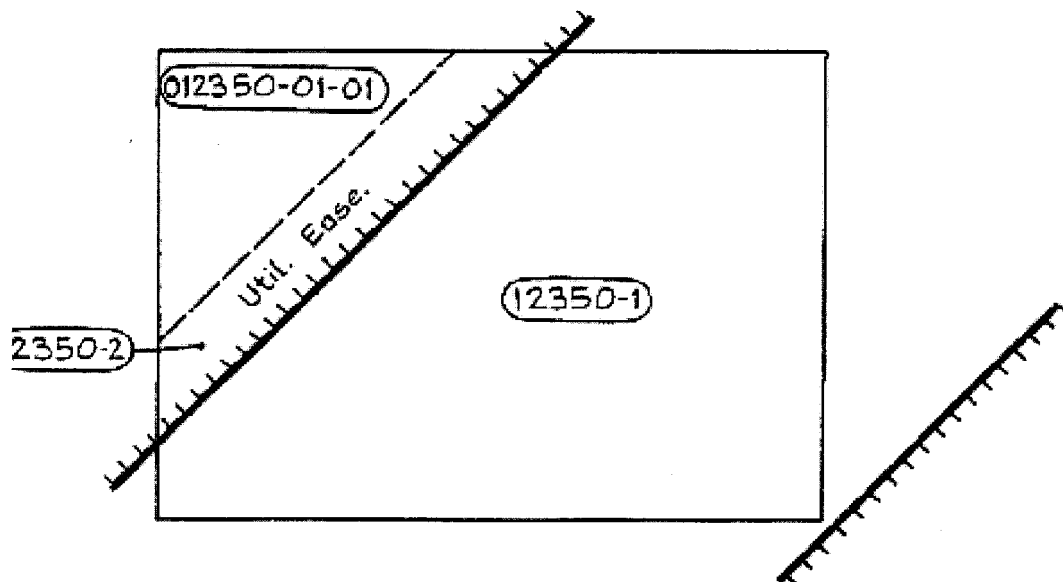
(Form #)

EXHIBIT
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EXAMPLE 6(a)



EXAMPLE 6(b)



EXAMPLE 6 (a) is mapped as a total acquisition with excess and numbered as shown. Later, Design adds a utility easement across the excess. The maps are revised in R/W Engineering as shown on **EXAMPLE 6 (b)** and all affected R/W functions notified. This easement will be given a "non-inventory" number of 012350-X2-XX for tracking purposes in the excess land inventory system.

**NUMBERING SYSTEM FOR PARCELS, SUBPARCELS, &
ENCUMBRANCES (Cont.)**

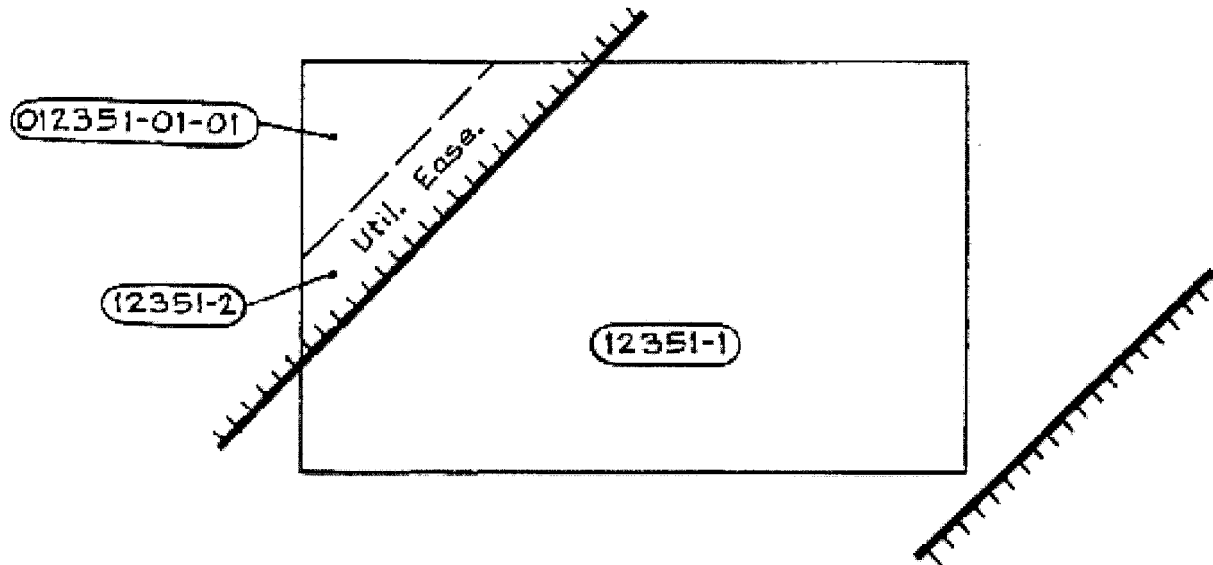
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EXHIBIT

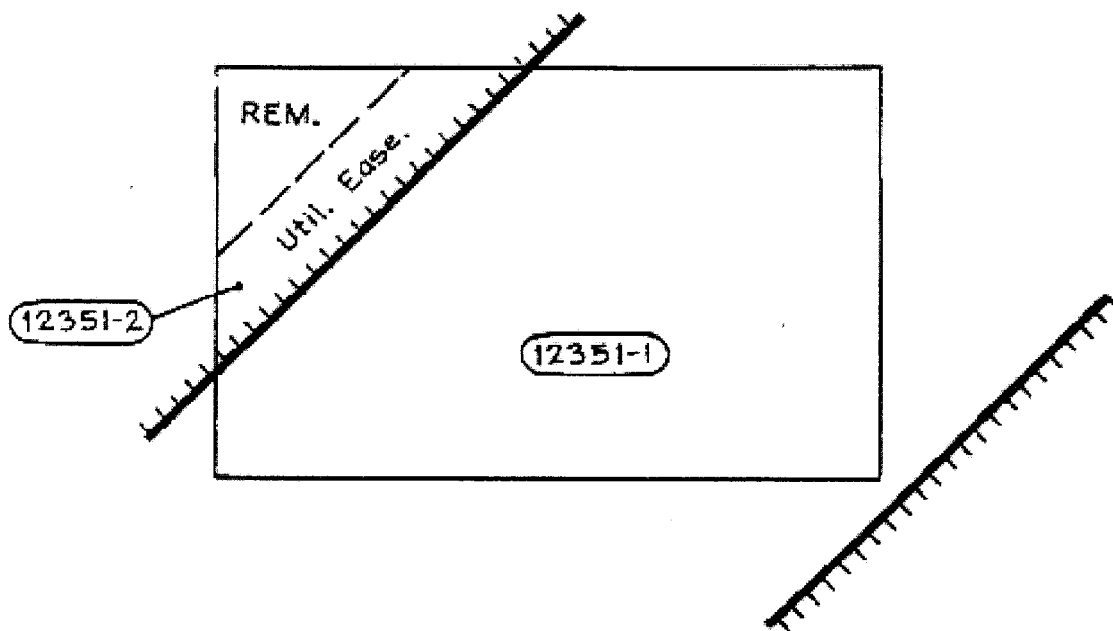
6-EX-2 (REV 12/2004)

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EXAMPLE 7(a)



EXAMPLE 7(b)



EXAMPLE 7 (a) is mapped as a total acquisition with excess and numbered as shown. During appraisal or acquisition a decision is made to acquire right of way without excess. R/W Engineering must revise the map as shown in **EXAMPLE 7(b)**. The easement will be given a "non-inventory" number of 012351-X2-XX for tracking purposes in the excess land inventory.

**NUMBERING SYSTEM FOR PARCELS, SUBPARCELS, &
ENCUMBRANCES (Cont.)**

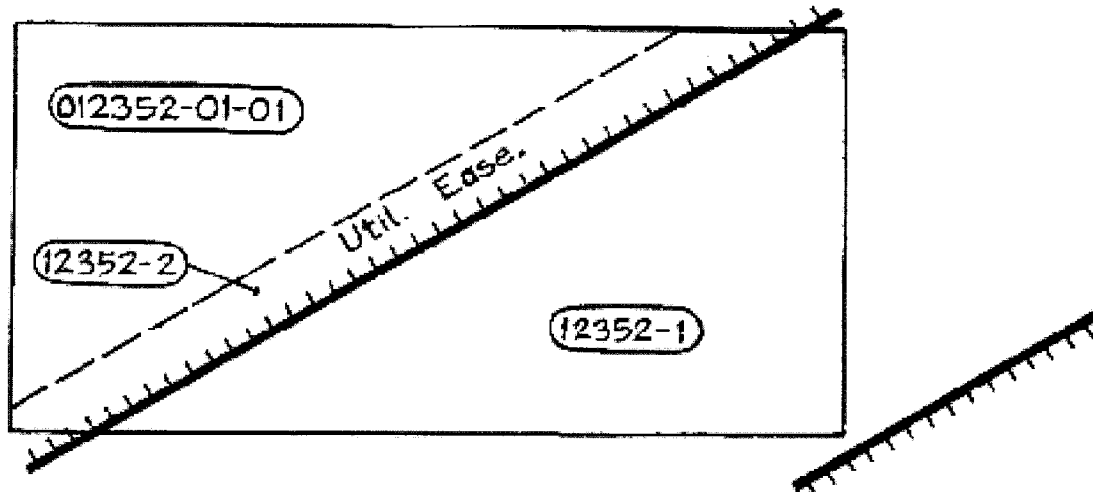
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EXHIBIT

6-EX-2 (REV 12/2004)

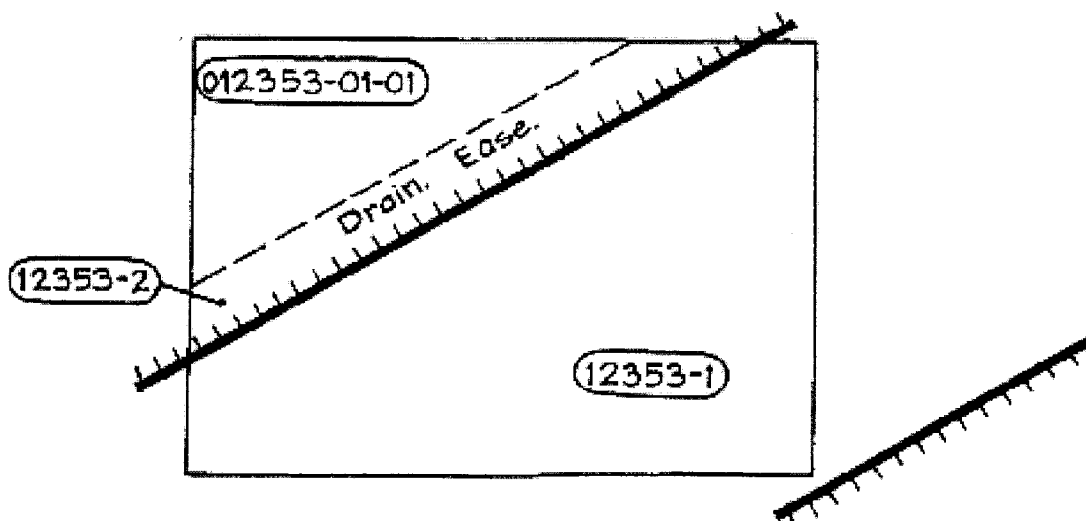
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EXAMPLE 8



EXAMPLE 8 is mapped as a total acquisition with excess. In this example the utility easement is to be conveyed directly from the property owner to the utility company. It is given a number 12352-2. Since this easement is never in our possession, a number for tracking purposes in the excess land inventory system is not needed.

EXAMPLE 9



EXAMPLE 9 is mapped as a total acquisition with a right of way fee requirement, excess land and a drainage easement across the excess acquired for a Flood Control District pursuant to a Cooperative Agreement. The drainage easement will be conveyed to the Flood Control District by a Director's Deed. The easement will be given a "non-inventory" number of 012353-X2-XX for tracking purposes in the excess land inventory system.

**NUMBERING SYSTEM FOR PARCELS, SUBPARCELS, &
ENCUMBRANCES (Cont.)**

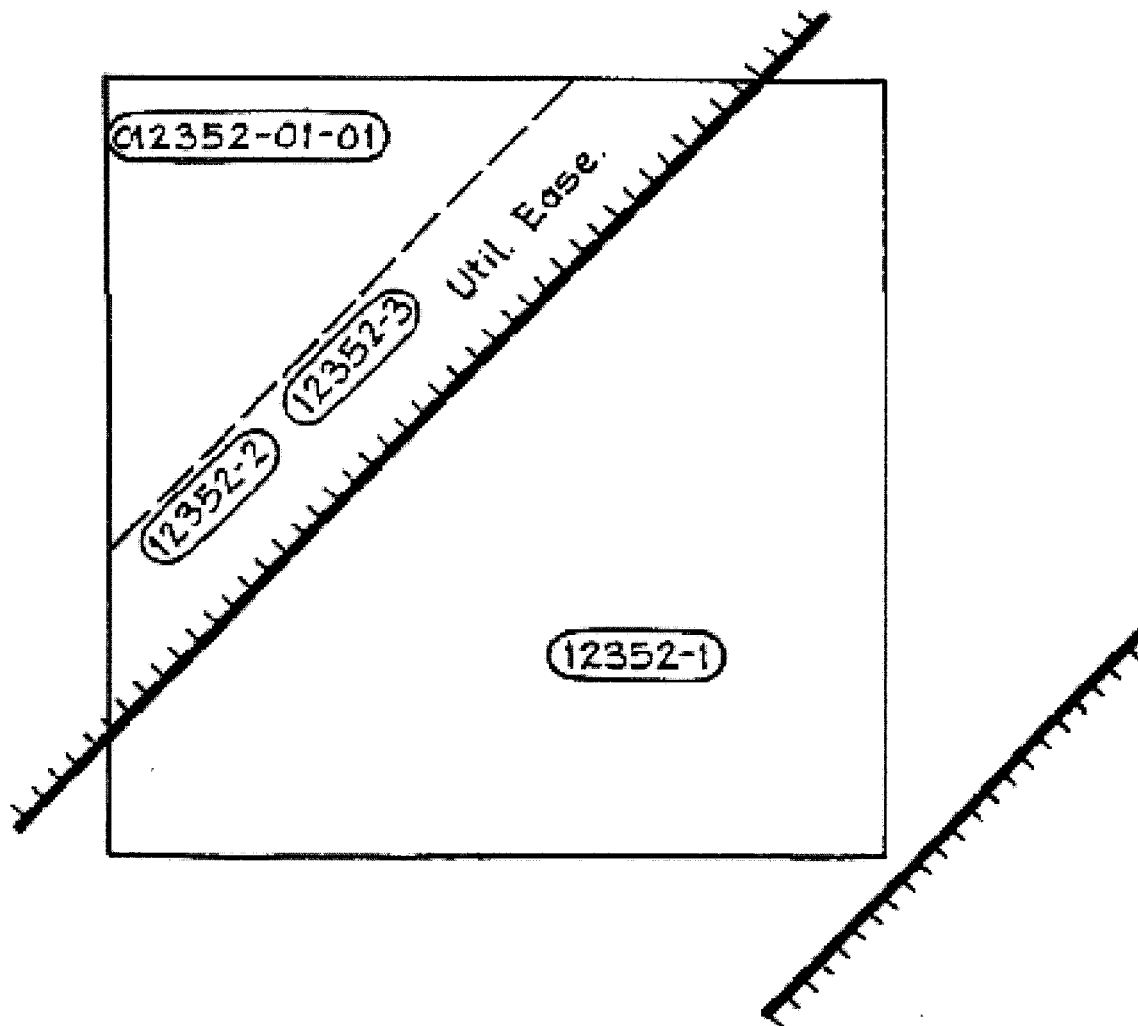
(Form #)

EXHIBIT

6-EX-2 (REV 12/2004)

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EXAMPLE 10



EXAMPLE 10 is mapped as a total acquisition with excess. The utility easement is to be conveyed as non-exclusive easements to two utility companies. The utility easement shall have a separate number for each interest to be separately conveyed. The easements will be given "non-inventory" numbers, 012352-X2-XX and 012352-X3-XX, for tracking purposes in the excess land inventory system.

**NUMBERING SYSTEM FOR PARCELS, SUBPARCELS, &
ENCUMBRANCES (Cont.)**

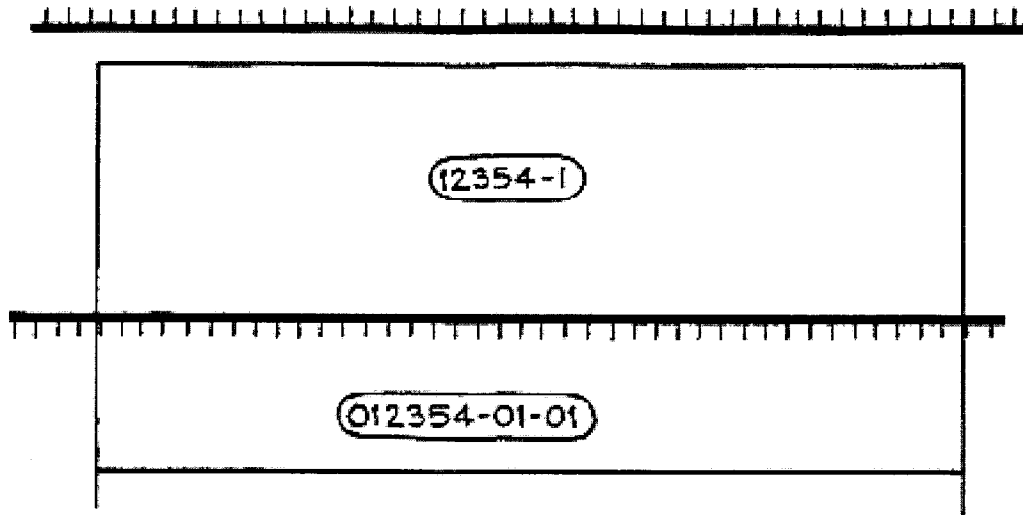
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EXHIBIT

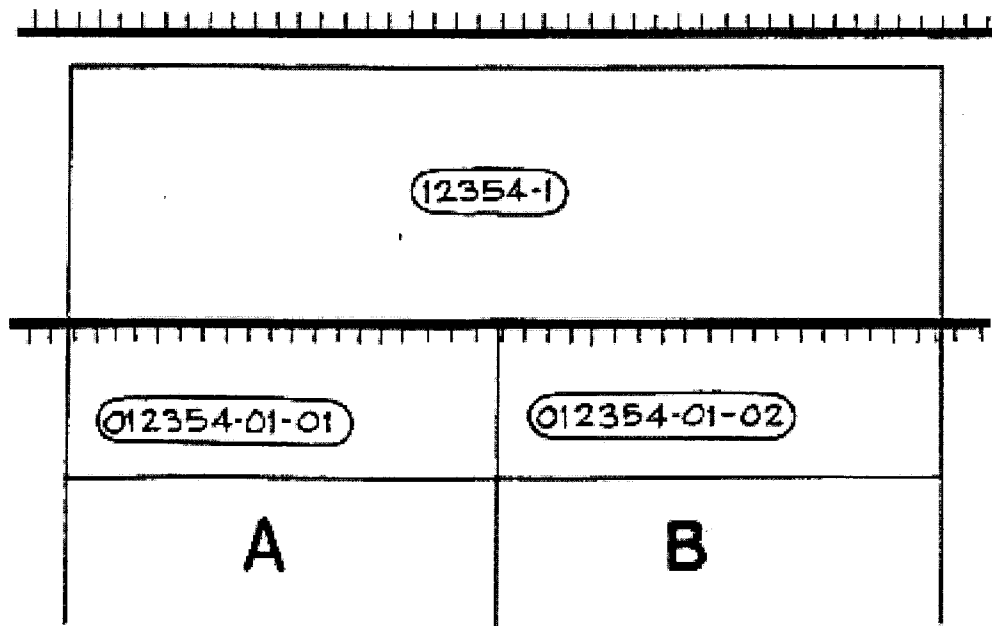
6-EX-2 (REV 12/2004)

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EXAMPLE 11 (a)



EXAMPLE 11 (b)



EXAMPLE 11 (a) is acquired as a total acquisition and numbered as shown. The Excess Land Section requests a split of the excess for sale to adjacent owners **A** and **B** as shown on **EXAMPLE 11 (b)**. The excess land number, 012354-01-01 shown on **EXAMPLE 11 (a)** is used on one of the split areas as shown on **EXAMPLE 11 (b)** and a new excess land number 012354-01-02 is assigned to the excess area split off of the original excess land unit.

**NUMBERING SYSTEM FOR PARCELS, SUBPARCELS, &
ENCUMBRANCES (Cont.)**

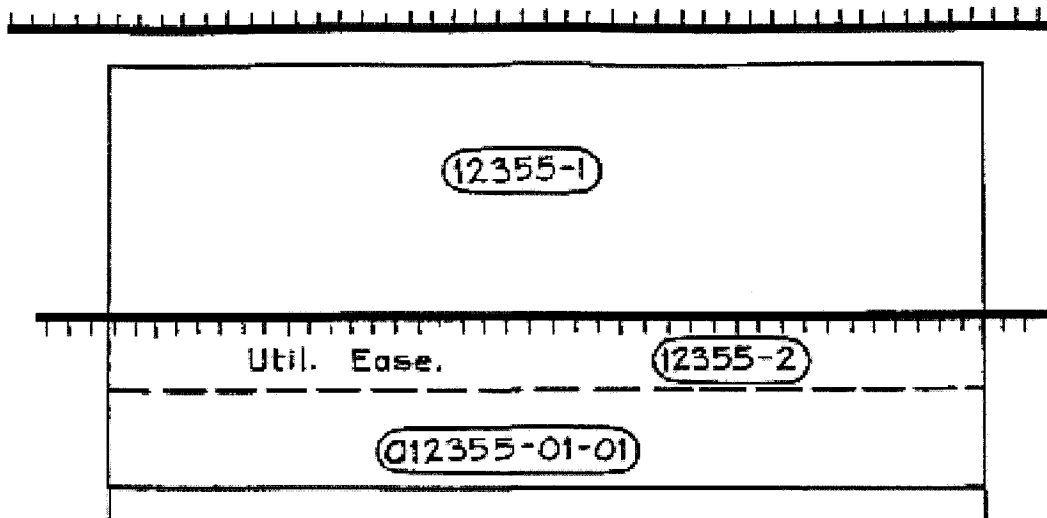
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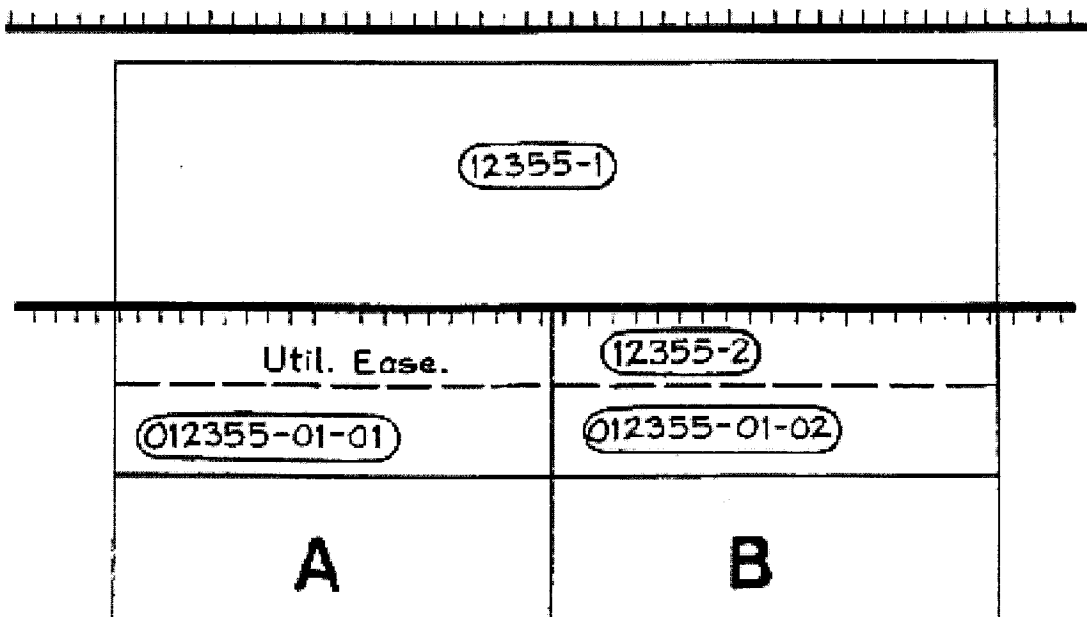
6-EX-2 (REV 12/2004)

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EXAMPLE 12(a)



EXAMPLE 12(b)



EXAMPLE 12 (a) and 12 (b) are the same situation as **EXAMPLE 11 (a) and 11 (b)**, except that the excess has a utility easement across it. Note that in splitting the fee excess for sale to adjacent owners **A** and **B**, the utility easement 12355-2 is not split.

**NUMBERING SYSTEM FOR PARCELS, SUBPARCELS, &
ENCUMBRANCES (Cont.)**

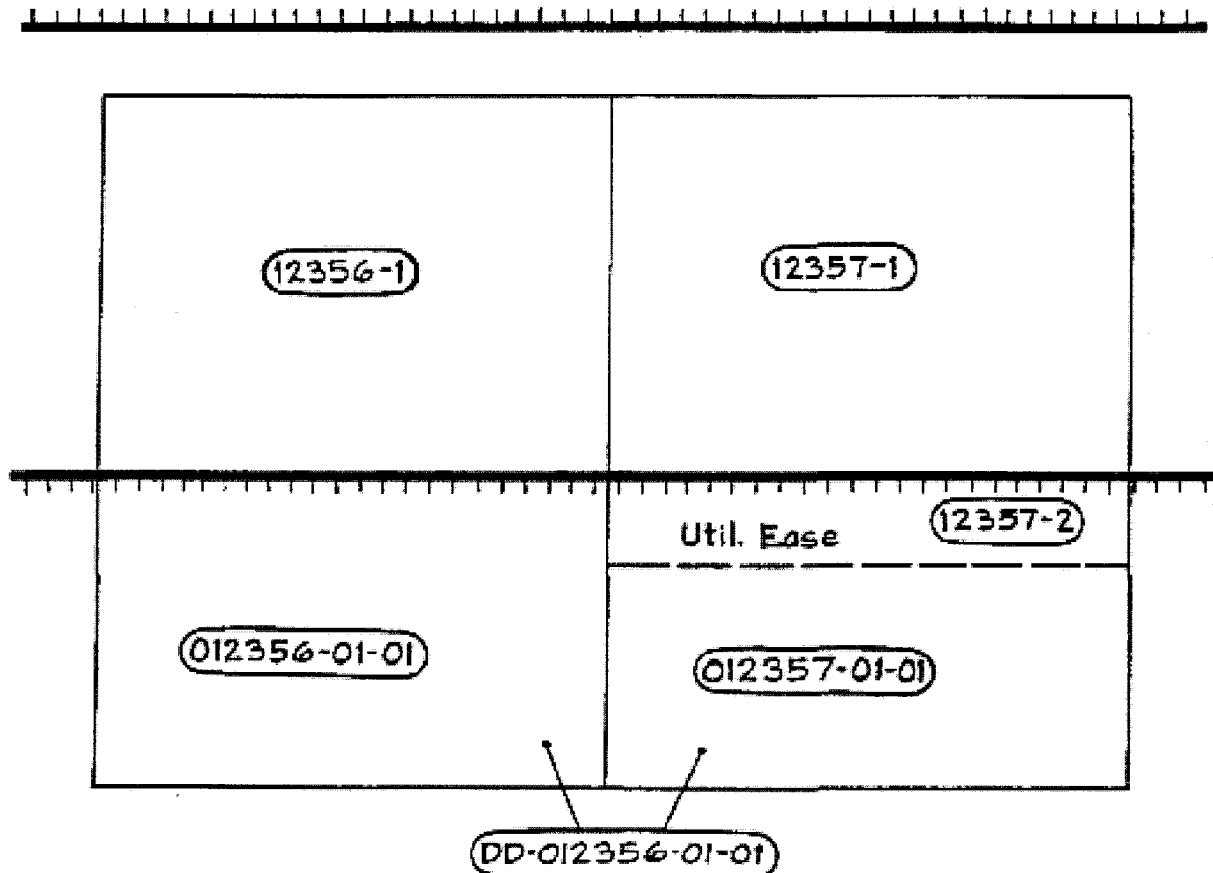
(Form #)

EXHIBIT

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EXAMPLE 13



EXAMPLE 13 has two fee excess land parcels combined in one Director's Deed and a separate Director's Deed for a utility easement over only the excess of ownership 12357. The Director's Deed document shall carry the lowest excess land parcel number and need not carry 012357-01-01. The utility easement number 12357-2 is not changed.

**NUMBERING SYSTEM FOR PARCELS, SUBPARCELS, &
ENCUMBRANCES (Cont.)**

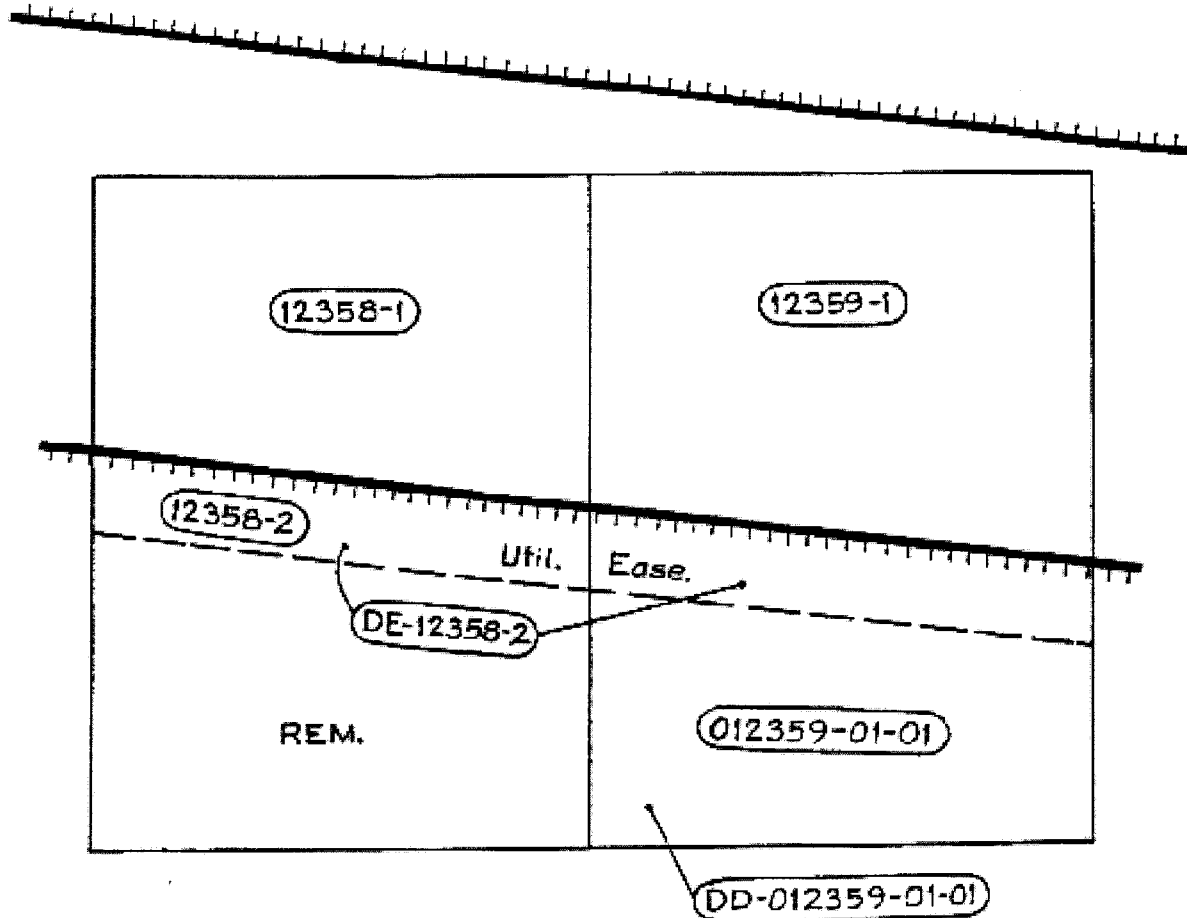
(Form #)

EXHIBIT

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EXAMPLE 14



EXAMPLE 14 has excess only over ownership 12359 with a utility easement over both the remainder of 12358 and the excess 12359. The two easements are to be combined into one Director's Deed to the utility company. The Director's Easement Deed will carry only the lowest easement number.

CERTIFICATE OF SUFFICIENCY

6-EX-9 (NEW 12/2004)

(Form #)

_____	_____	_____	_____	KP (P.M.)	_____ _____ _____	_____
Date	Dist	Co	Rte			Exp Auth

PROJECT DESCRIPTION:

APPRAISAL MAP NO.:

MAP DATE:

PARCEL NUMBER(S):

I hereby certify the right of way and degree of access control are correctly shown on the above-referenced appraisal map(s) and are sufficient for the construction of this project, and the approved Hazardous Substances Disclosure Document is attached herewith.

(Type Name)
Project Engineer

Date

(Type Name)
Senior Design Engineer

Date

☐ Required Attachment, Hazardous Substances Disclosure Document - Form ENV-001

Note: Only the minimum required signatures are shown on the exhibit. Additional signatures may be incorporated as appropriate.

**INSTRUCTIONS FOR
CERTIFICATE OF SUFFICIENCY (6-EX-9) AND
HAZARDOUS SUBSTANCES DISCLOSURE DOCUMENT (ENV-001)**

The unsigned Certificate of Sufficiency is generated by Right of Way Engineering upon completion of the appraisal maps, and shall be sent with the initial transmittal of the maps to the appropriate design office (e.g., Design, Traffic, Maintenance, or Hydraulics) to be approved by both the Project Engineer and the Senior Design Engineer. **This approval authority cannot be subdelegated.** The certification shall apply to all right of way parcels listed, by Right of Way Engineering, under the heading, "PARCEL NUMBER(S)." Right of Way Appraisals may perform preliminary work based on the initial transmittal of appraisal maps; however, the appraisal report cannot be approved for the first written offer until Right of Way receives the completed Certificate of Sufficiency.

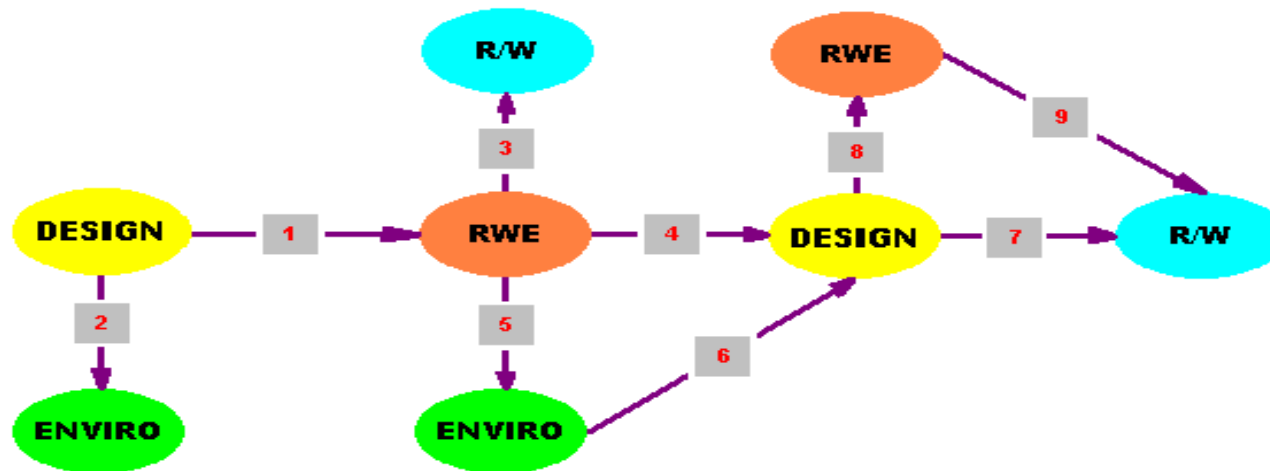
The Hazardous Substances Disclosure Document (HSDD) is a required attachment to the Certificate of Sufficiency. The HSDD shall be approved by the District Hazardous Waste Coordinator. The disclosure(s) shall apply to all right of way parcels listed under the heading, "R/W PARCEL NUMBER(S)." The parcel number(s) should be typed inside of the parentheses located to the left of the applicable disclosure statement. Right of Way Engineering will send a copy of the appraisal maps to the District Hazardous Waste Coordinator at the same time as the initial transmittal to Right of Way Appraisals, to trigger the production of the HSDD. The design office is responsible for obtaining the approved HSDD for attachment to the Certificate of Sufficiency.

The attached flowchart is the recommended process and outlines the following: Once the appropriate signatures have been obtained, the original Certificate of Sufficiency and HSDD(s) with attachment(s), if any, are sent to Right of Way Appraisals, and a copy of only the Certificate of Sufficiency is sent to Right of Way Engineering. Right of Way Engineering transmits the final appraisal maps to Right of Way Appraisals, if necessary.

The original Certificate of Sufficiency is not valid unless the approved HSDD is attached.

Any revision to the maps will require a new Certificate of Sufficiency. A new HSDD will be required only if the right of way requirements have increased.

CERTIFICATE OF SUFFICIENCY (CoS) FLOWCHART



- 1** DESIGN transmits right of way requirements to RIGHT OF WAY ENGINEERING (RWE)
- 2** DESIGN cc's right of way requirements to ENVIRONMENTAL (ENVIRO)
- 3** RWE transmits initial Appraisal Maps to Right of Way (R/W) for preliminary activities
- 4** RWE transmits initial Appraisal Maps to DESIGN with unsigned CoS
- 5** RWE cc's initial Appraisal Maps to ENVIRO with unsigned CoS
- 6** ENVIRO transmits unsigned CoS with approved HAZARDOUS SUBSTANCES DISCLOSURE DOCUMENT (HSDD) to DESIGN
- 7** DESIGN transmits approved CoS with approved HSDD to R/W
- 8** DESIGN cc's approved CoS (without HSDD) to RWE
- 9** RWE transmits final Appraisal Maps to R/W

The initial transmittal becomes the final map once the CoS is attached

Any changes to right of way requirements after transmittal of initial maps constitutes a revision and requires a return to Step 1

CoS will include parcel numbers coinciding with initial maps